



Melissa Swain  
<melissa@explorersolutions.ca>

04/08/2015 10:59 AM

To "dbrown@fort-frances.com" <dbrown@fort-frances.com>

cc

bcc

Subject RE: Training Opportunity - Airport Familiarization

History: This message has been forwarded.

Hello,

The course is only \$375 per person and it include refreshments and lunch. Afterwards, a certificate and reference booklet is provided.

I have attached the syllabus and information sheet for you. Please don't hesitate to touch base with me if you need more information.

Sincerely,

Melissa Swain

**From:** dbrown@fort-frances.com [dbrown@fort-frances.com]

**Sent:** Wednesday, April 08, 2015 11:06 AM

**To:** tbatuik@fort-frances.com

**Cc:** Melissa Swain

**Subject:** RE: Training Opportunity - Airport Familiarization

Hi Tom & Melissa, the information contain in this email was discussed at the Operations & Facilities Executive committee meeting today, additional information is required in order to make a recommendation to Council such as the syllabus, information sheet and the cost per Councilor to attend Airport Familiarization training workshop. The next O & F executive committee meeting is scheduled for Wednesday April 22, 2015 please forward information. Thanks

Doug Brown, P. Eng.  
Operations & Facilities Manager  
320 Portage Avenue, Fort Frances, Ontario  
Town of Fort Frances

## AIRPORT FAMILIARIZATION SEMINAR

### UNDERSTANDING REGIONAL AND SMALL AIRPORT MANAGEMENT & OPERATIONS FROM A TO Z

Explorer Solutions is pleased to present this new one-day seminar, created primarily for members of small and regional airport boards and advisory committees, municipal staff involved in planning, public works, marketing and communications, as well as economic development representatives.

Designed to review all of the key aspects of airport operations and management, the seminar covers multiple topics, from Transport Canada Rules and Regulations to innovative marketing and revenue generating strategies at airports.

In addition, learn about the common issues being faced by many of today's regional and small airports and stay current on industry best practices.

#### Course Objectives:

Airports are important economic engines. As a result, airport representatives must be well-versed and up-to-date on the aviation sector in order to make well informed decisions. This seminar presents the critical information necessary to understand airport operations and today's changing airport environment.

#### OUTLINE:

- Transport Canada Rules and Regulations
- Airport Governance
- Airport Management & Infrastructure
- Airport Users – GA, BA, FBO, Airlines, Flight schools
- Land Use, Planning and Development
- Navigation and Weather Systems
- Airport Security and Safety Systems
- Alternative Sources of Revenue for Airport
- Airport Budgets – Revenues, Expenses and Funding Sources
- Air Service Development
- Airport Marketing
- Airport Best Practices



This course will equip you with a solid background to make informed decisions and present the relevant issues to municipal councils and airport governing bodies.

### STAY CURRENT ON ALL ASPECTS OF YOUR AIRPORT OPERATIONS

Explorer Solutions is a leading aviation and airport consulting firm specializing in airport planning and development, with a large Canadian and US client base.

Seminars are offered at many community and regional airports in your area. For more information contact us at 450-441-9055 or by email at [info@explorersolutions.ca](mailto:info@explorersolutions.ca). You can also find us on the web at [www.explorersolutions.ca](http://www.explorersolutions.ca).



# **EXPLORER SOLUTIONS**

## **AIRPORT FAMILIARIZATION SEMINAR**

### **Seminar Content**

Introduction: Canada's Aviation and Aerospace Industries

- Section 1: Transport Canada Rules and Regulations
- Section 2: Airport Ownership and Governance
- Section 3: Airport Operations and Management
- Section 4: Navigation and Weather Systems
- Section 5: Airport Security
- Section 6: Land Use, Planning and Development
- Section 7: Airport Tenants/Cientele, Revenue Generation and Airport Marketing

## **Section 1**

### **Transport Canada Rules and Regulations**

#### **Topics covered in this section:**

- ❖ Transport Canada
- ❖ Canadian Aviation Regulations (CARs)
- ❖ Aerodromes and Airports
- ❖ Airport Standards and Requirements - Safety Management Systems; Airport Wildlife Management Plan; Airport Emergency Plan; Aircraft Rescue and Firefighting
- ❖ TP 312 – *Aerodrome Standards and Recommended Practices*
- ❖ Airport Zoning Regulations (AZR)
- ❖ Runway End Safety Area (RESA)

## **Section 2**

### **Airport Ownership and Governance**

#### **Topics covered in this section:**

- ❖ The National Airports Policy (NAP)
- ❖ NAS Airports
- ❖ Canada's Airport Authorities
- ❖ NAS Governance Model
- ❖ Non-NAS Airports
- ❖ Airports Capital Assistance Program (ACAP)
- ❖ Non-NAS Airport Governance Model
- ❖ Outsourcing Airport Management



## **Section 3**

### **Airport Operations and Management**

**Topics covered in this section:**

- ❖ Role of Airport Manager
- ❖ Airport Management – Operations; Administration; Airport Planning and Development
- ❖ Airport Infrastructure
- ❖ A Day in the Life of an Airport Manager
- ❖ Obligations of Airport Manager/Authorized/Prohibited Actions
- ❖ Airport Budgets

## **Section 4**

### **Navigation and Weather Systems**

**Topics Covered in this section:**

- ❖ Nav Canada
- ❖ Air Navigation
- ❖ Instrument Approaches at Airports
- ❖ Global Navigation Satellite System (GNSS)
- ❖ New Policies Affecting Airports
- ❖ Canadian Domestic Airspace
- ❖ Weather Considerations



## **Section 5**

### **Airport Security**

#### **Topics Covered in this section:**

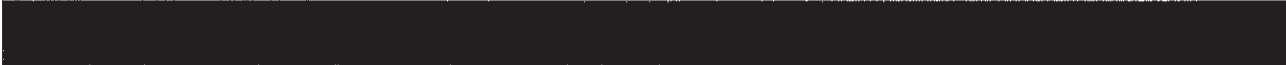
- ❖ International Civil Aviation Organization (ICAO)
- ❖ Aviation Security
- ❖ Canadian Air Transport Security Authority (CATSA)
- ❖ *Canadian Aviation Security Regulations, 2012*
- ❖ Airport Security Programs
- ❖ Canadian Border Services Agency (CBSA)

## **Section 6**

### **Land Use, Planning and Development**

#### **Topics Covered in this section:**

- ❖ Airport Master Plan
- ❖ Airside Development
- ❖ Transport Canada Advisory Circular 300-009 – Land Use and Jurisdictional Issues at Aerodromes
- ❖ TP 1247 - Land Use in the Vicinity of Airports
- ❖ Groundside Development
- ❖ Airport Revenue Generation



## **Section 7**

# **Airport Tenants/Clientele, Revenue Generation and Airport Marketing**

**Sujets abordés dans cette section:**

- ❖ Charter and private operators
- ❖ Cargo Carriers
- ❖ Airport Tenants
- ❖ Airport Marketing